

## **EMPAG Reimbursement Spreadsheet**

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### Category

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- Indicate which category(ies) the expenses fall into: equipment, exercise, training, etc.

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### Salary/Benefits

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- List employee or staff person's name, job title, and the period of time covered.
- Indicate the activity as it relates to accomplishing the contract deliverables.
- Please spell out uncommon acronyms.

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### Consultant-Subcontractor Fees

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- Consultant/Subcontractor fees are detailed in a separate row from regular salary and benefits.
- Indicate the activity related to the subcontractor's time you are asking reimbursement for.

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### Goods & Services

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- If the item or service was purchased in support of a specific training course/exercise/planning activity, be specific and detailed when describing what the activity is. Vague language, such as "WMD exercise" will not be accepted.

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### Travel & Per Diem

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- List the name of the staff person traveling.
- Make sure to indicate the activity related to what you are asking reimbursement for (meeting attended, course, workshop, or conference.)
- Be specific and detailed when describing the activity. Vague language, such as "WMD exercise" will not be accepted.

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### Other (Indirect)

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- Only those agencies that have an approved indirect rate on file with EMD may charge an indirect rate to their expenditures.

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### Equipment

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- Request for reimbursement must include the Vendor's invoice and either the packing slip or a clearly legible **signed** statement written on the invoice that says **“All items listed have been received in working order and inventoried.”**